



# **CITRIX METAFRAME**

## **ICA CLIENT**

### **INSTALLATION GUIDE**

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*Citrix* MetaFrame ICA CLIENT INSTALLATION GUIDE

VOLUME 2

VERSION 4.1

For

Pacific Region  
CIVILIAN PERSONNEL OPERATIONS CENTER

SUBMITTED

And

APPROVED

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# Chapter 1

## Checklist -Information Needed Prior to Installation

Before installation, contact your regional CPAC PSM or your Regional CPOC Systems Administrators to obtain the following information, which will be used during installation:

1. MetaFrame Server IP addresses:
  - a. Master Browser IP address **143.213.100.5**
  - b. Second IP address **143.213.100.17**
2. Application Set: **PACPOC Citrix Farm**
3. MetaFrame User id, Password and Domain
  - a. User id **First7CharOfLastNameFirstInitial**
  - b. Password \_\_\_\_\_
  - c. Domain **WINFRAME**
  - d. New Password \_\_\_\_\_
4. Appropriate User id and Password for Modern DCPDS
  - a. User Id **FirstName.LastName/MGR**\_\_\_\_\_
  - b. Password \_\_\_\_\_
5. (Optional) Website URL address, linked to MetaFrame Server \_\_\_\_\_  
\_\_\_\_\_

## Chapter 2

# Additional Information for Existing ICA Clients

### A. Open Citrix Program Neighborhood

1. Delete any Custom ICA Connections that relate to Modern DCPDS, Regional Reports Application (CSU) and Business Objects.

**To do this:**

- a. Click once on the **PAC-PPI** connection to highlight it.
- b. Right click on the connection
- c. Delete the connection
- d. Repeat steps a through c for any other connections that you use to connect to:
  - Modern DCPDS (i.e. **PPI-PAC**)
  - **Regional Reports App**
  - **Business Objects**

**Note: If you customized the name of your connections to access Pacific CPOC applications your names will not match the examples above.**

2. Once all custom ICA connections related to Modern DCPDS, Regional Reports Application and / or Business Objects have been deleted
  - Close the Citrix Program Neighborhood

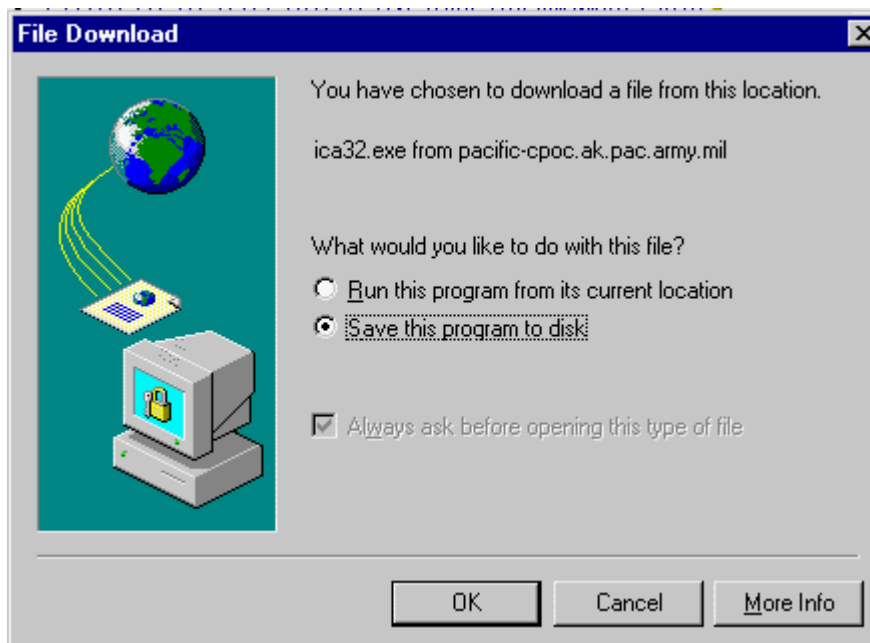
### B. Delete any Desktop icons for **Modern DCPDS, Regional Reports Application, Business Objects**

**CAUTION: Do not delete any custom ICA connections that connect you to other Published Applications or MetaFrame servers.**

## Chapter 3

# Downloading the Citrix ICA Client

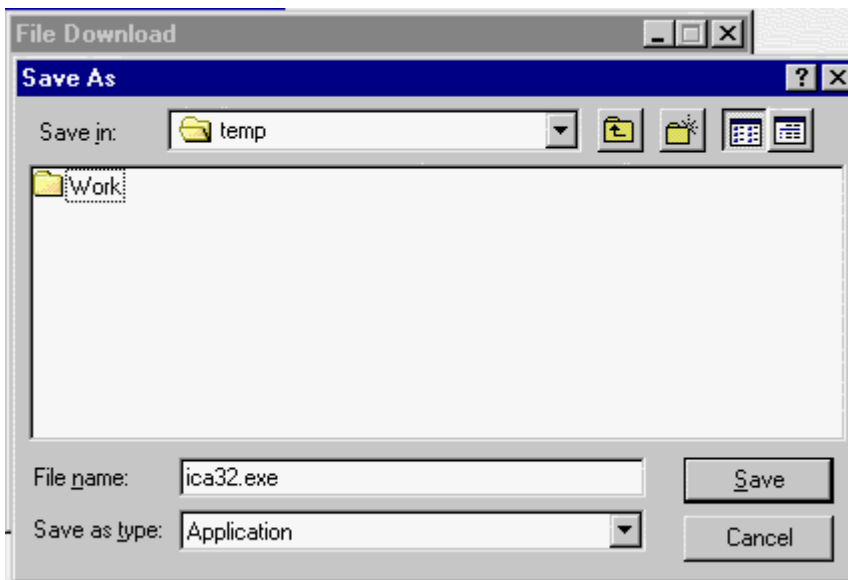
1. Using your Internet browser, go to the Pacific CPOC's internet site  
<http://pacific-cpoc.ak.pac.army.mil/170300/index.htm>  
Navigate to Systems (MDCPDS Registration) under the Functional Area category
2. Click on Application Software (Download to PC) option under the *Citrix ICA Win32 Client (Ver 6.00.910)* heading.
3. Once the *File Download* screen appears, click the radial button next to **Save this program to disk**



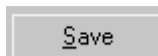
Click

OK

4. At the *Save As* screen shown below, navigate to your temp directory, or select another empty directory. The file name is **ICA32.EXE**



Click



5. Once the download is complete, exit your Internet browser.

## Chapter 4

# Installation of the Citrix ICA Client

1. Using File Manager or Explorer, locate temp directory or the empty directory where the downloaded ICA Client file was saved. Double click on the downloaded file.
2. The *Citrix ICA 32-bit Windows Client – InstallShield Wizard* screen will appear.

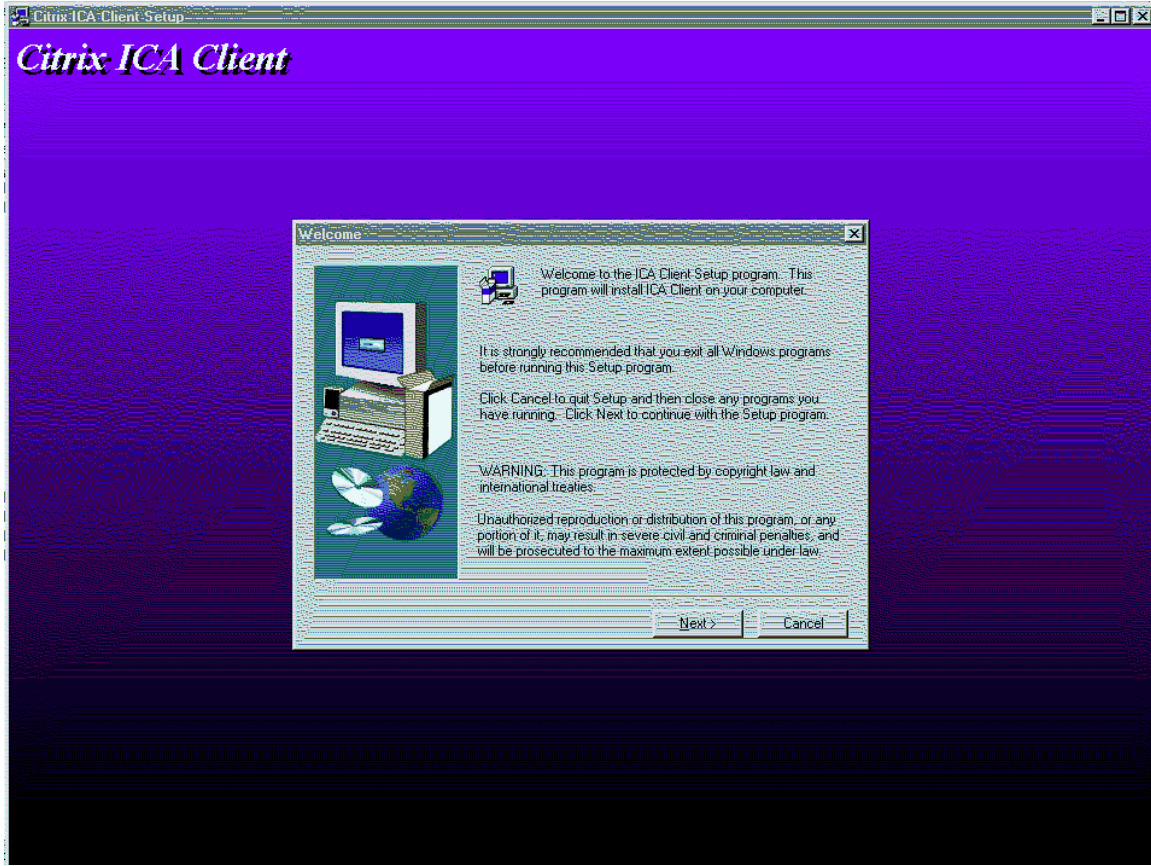


Click  to continue

The InstallShield Wizard will set up the files and prepare your system for installation of the Citrix ICA client.

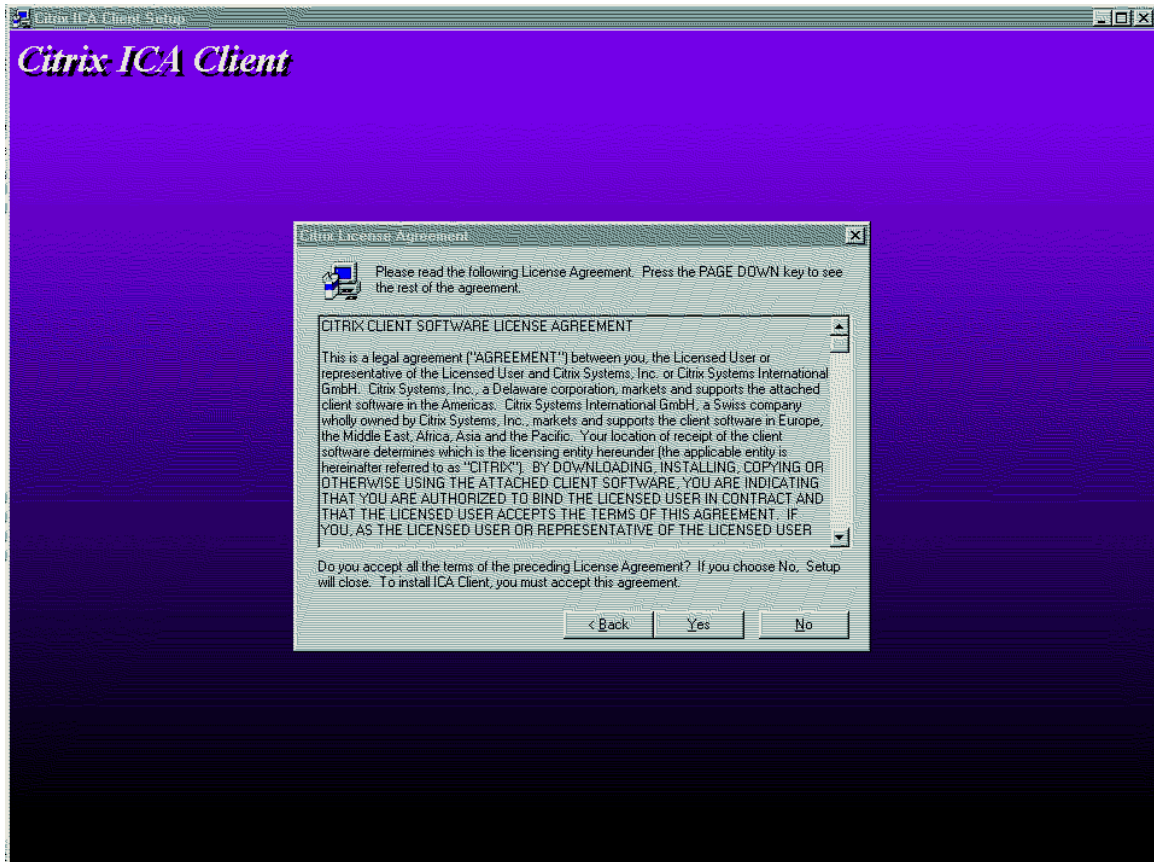
3. At the *Welcome* screen shown below

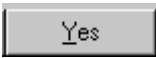




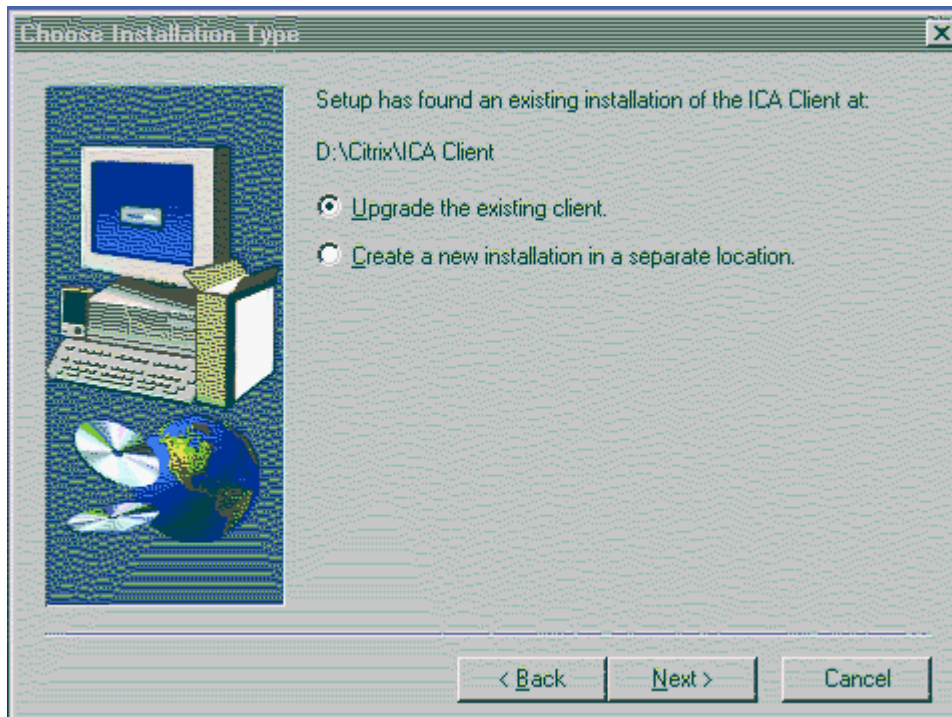
Click  to continue

4. At the *CITRIX CLIENT SOFTWARE LICENSE AGREEMENT* screen



Click  to accept the agreement

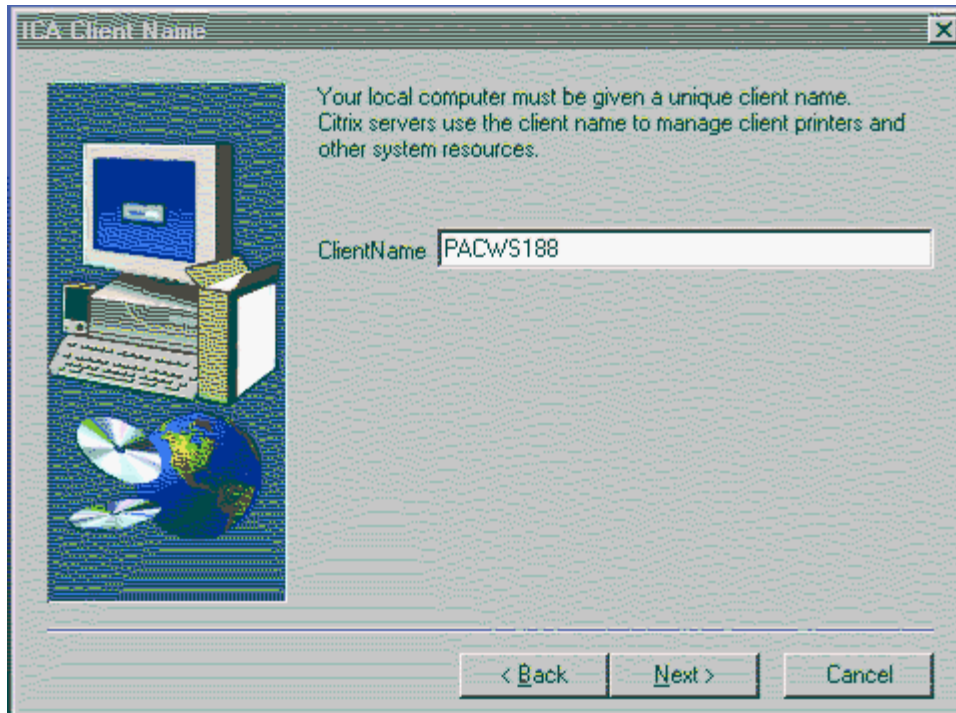
5. At the *Choose Installation Type* screen, choose between **Upgrade the existing client** or **Create a new installation in a different location**.



Click  to continue

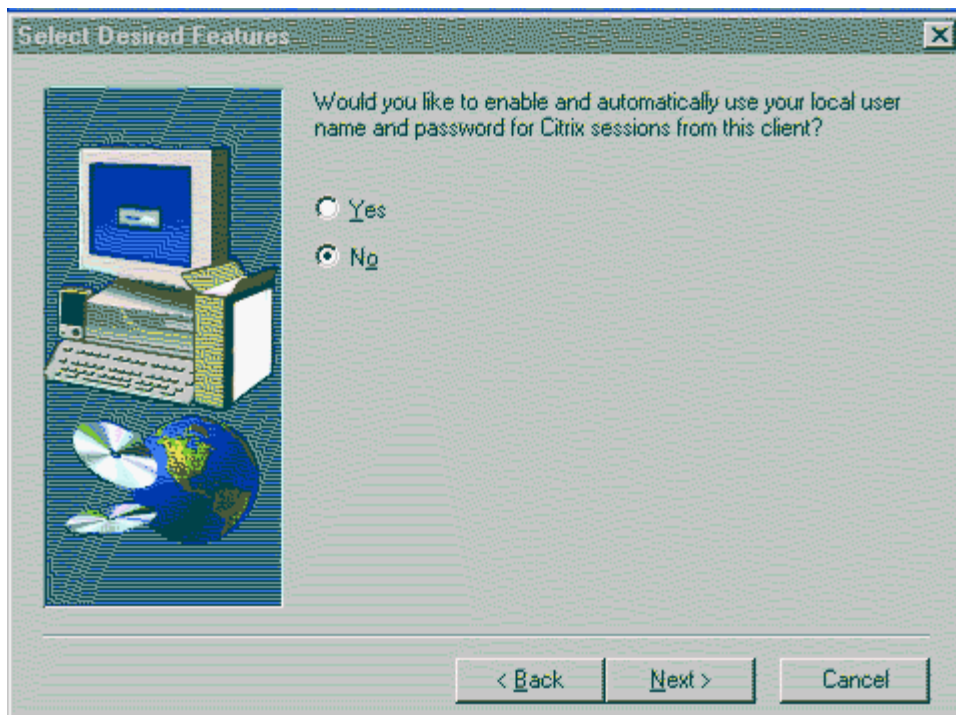
**Note:** If you select Create a new installation in a separate location you will be required to select a Drive and Directory for the ICA Client to be installed in.

6. The *ICA Client Name* screen will ask you to select a unique client name. It will default to your workstation name or number. Select the default as the client name.



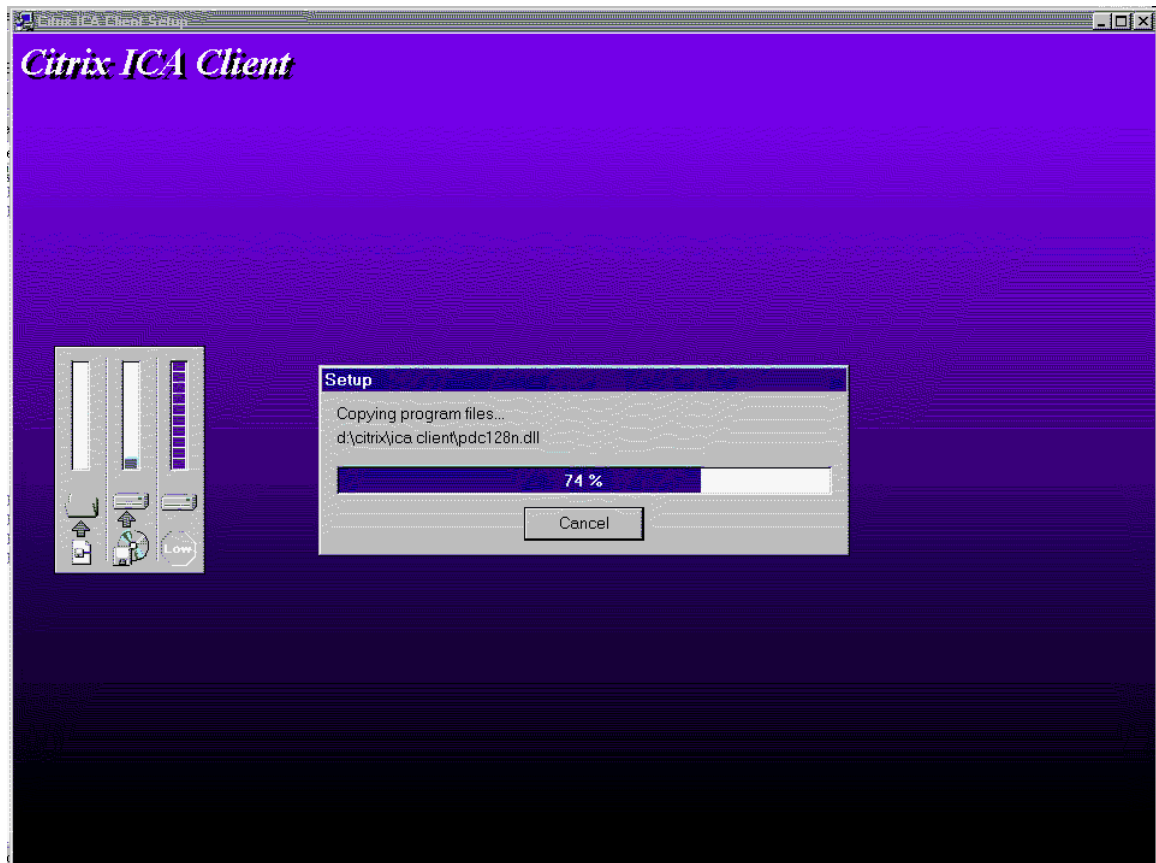
Click  to continue.

7. At the *Select Desired Features* screen, click the radial button next to **No**



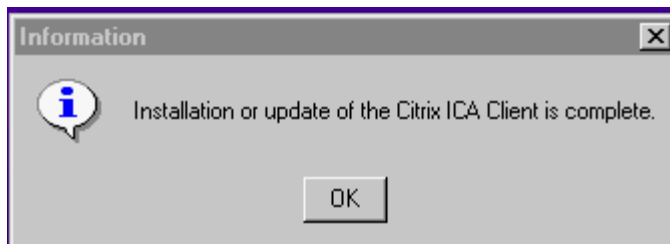
Click  to continue.

8. The *Setup* screen displays the progress as the ICA client files are copied to the destination directory on your hard drive.



During the Setup, the **Citrix ICA Client** Program folder will be opened on your desktop. You can close it when the Setup process is complete.

Once the Setup process is complete an *Information* window will inform you that the installation or update is complete.



Click  to complete the installation.

**Note: If you are updating an existing Citrix ICA Client, all Custom ICA Connections (that were not deleted as a result of following the steps outlined in Chapter 2 of this installation guide) will still be intact and ready for your use.**

9. If you are prompted to restart your PC after the installation is complete  
Select **No**  
Close all open applications and then restart your PC.



## Chapter 5

# Creating a Connection for PACPOC Citrix Farm

1. Open the Citrix Program Neighborhood by

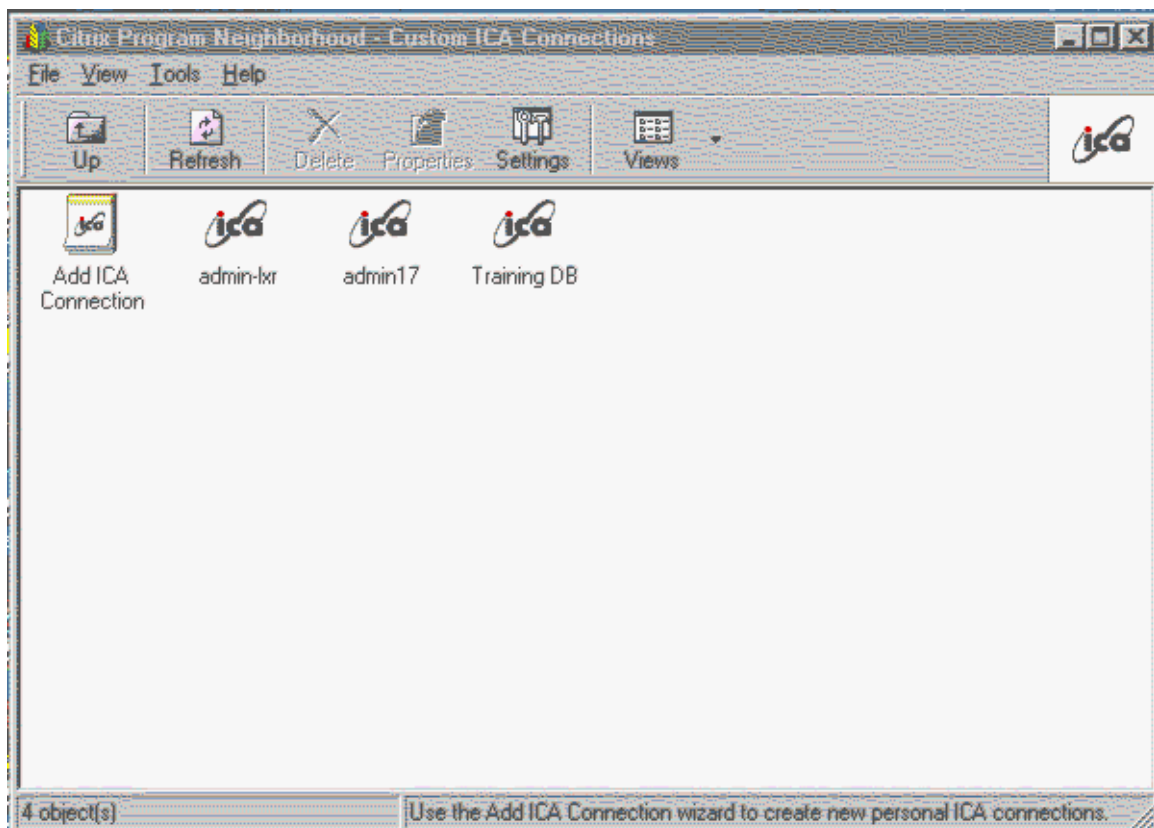
a. Double clicking on the **Citrix Program Neighborhood** icon



or

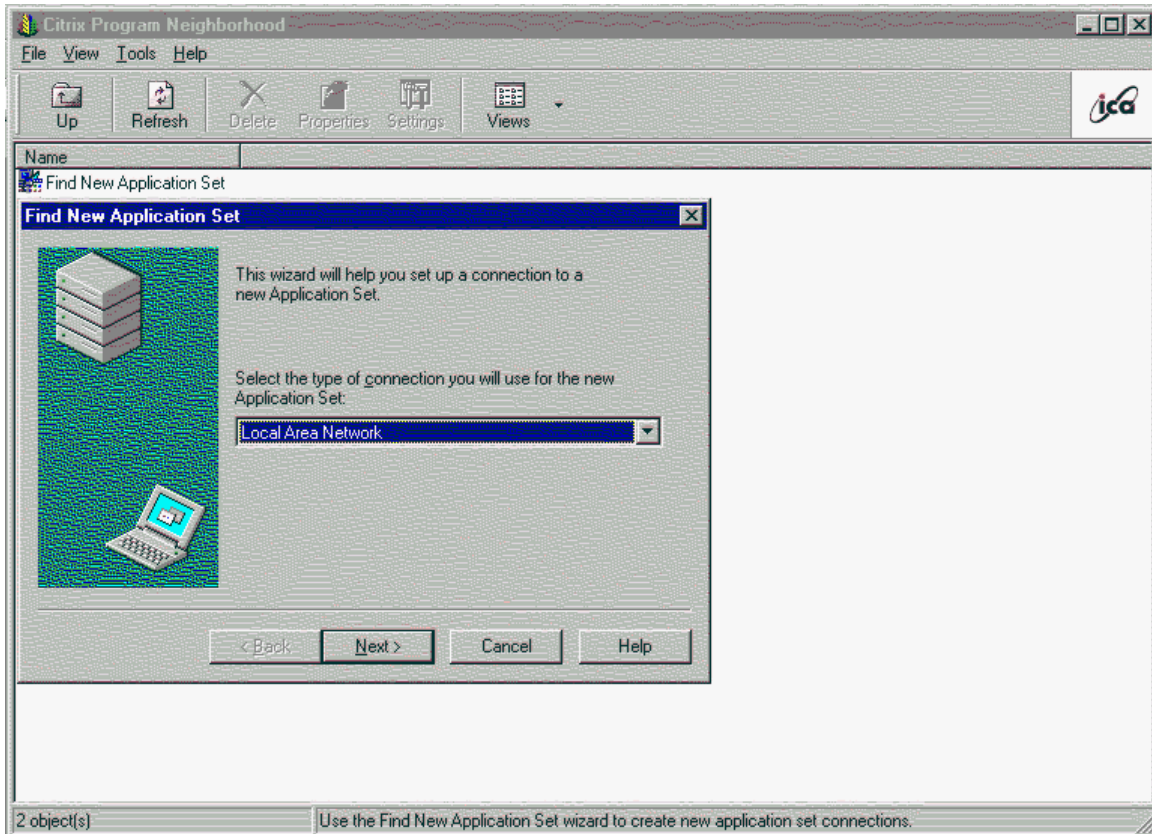
b. Click **Start**  
**Program**  
**Citrix ICA Client**  
**Citrix Program Neighborhood**

If the *Citrix Program Neighborhood* screen opens to **Custom ICA Connections** similar to the display below



Click on 

2. From the *Citrix Program Neighborhood* screen shown below  
Double click **Find New Application Set**



Click the down arrow in the *Find New Application Set* screen (shown above) and select **Wide Area Network** for the connection type

Click 

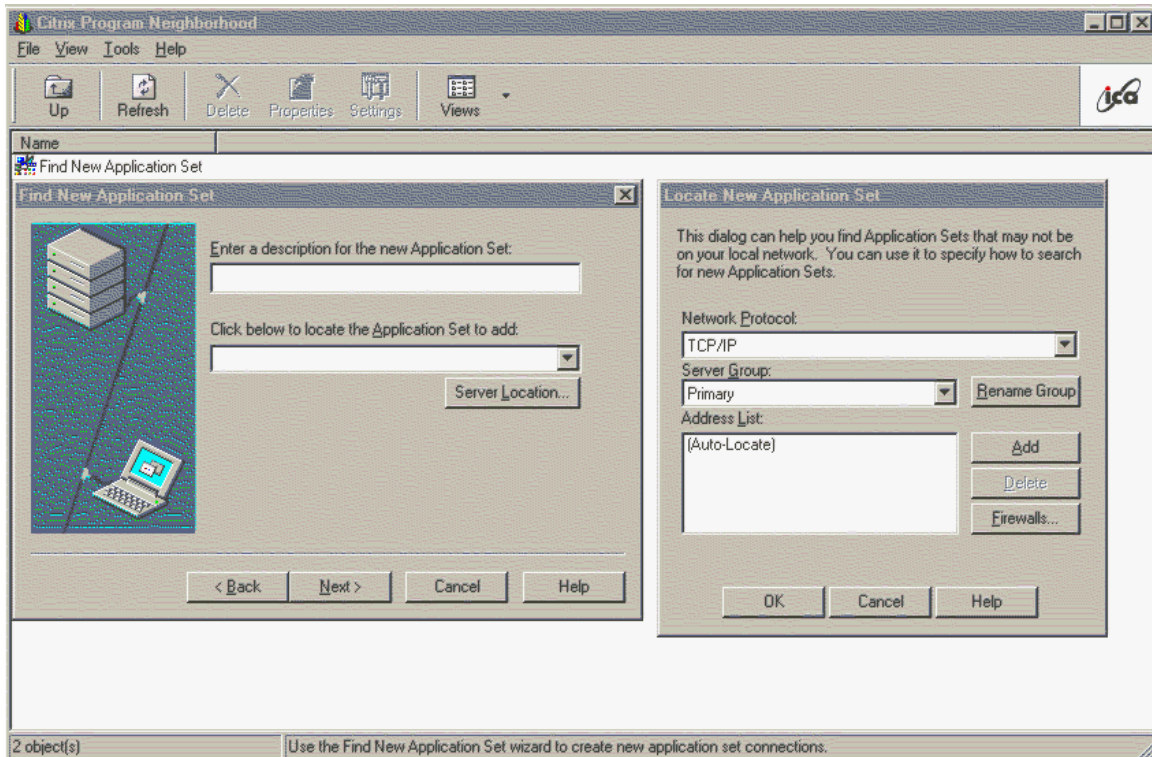
3. At the *Find New Application Set* screen shown below

Click 

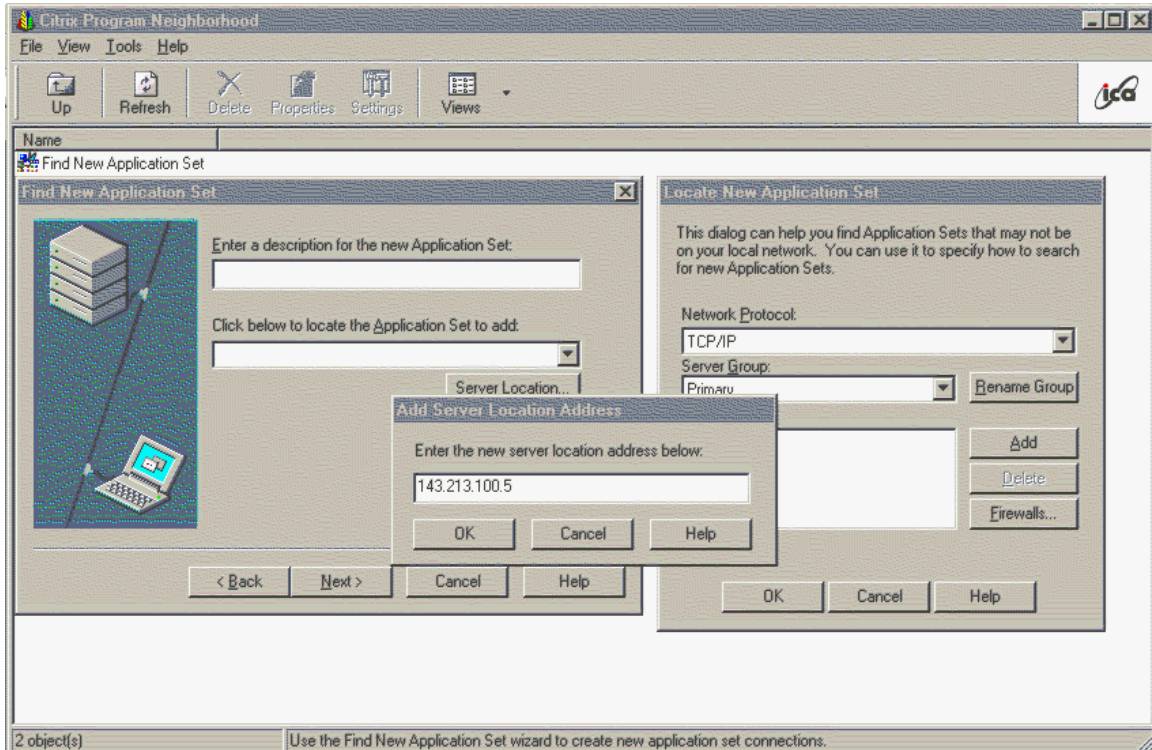
- a. At the *Locate New Application Set* screen shown below

Click 





b. At the Add Server Location Address screen shown below



Enter the new server location address

Click 

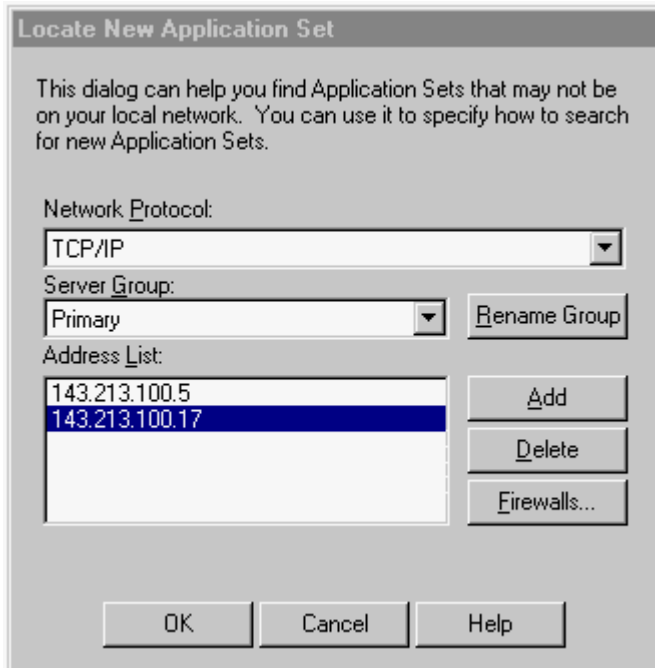
c. Repeat steps 2a through 2b to add the second server address

**Note:** The PACPOC Citrix Farm server addresses are:

**143.213.100.5**

**143.213.100.17**

d. At the *Locate New Application Set* screen shown below

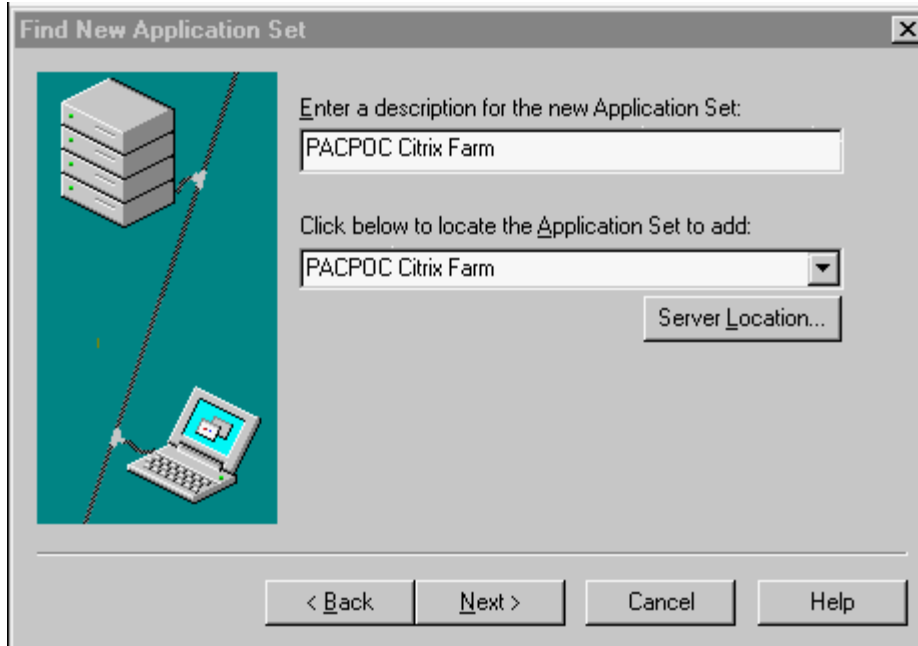


Click 

4. At the *Find New Application Set* screen shown below

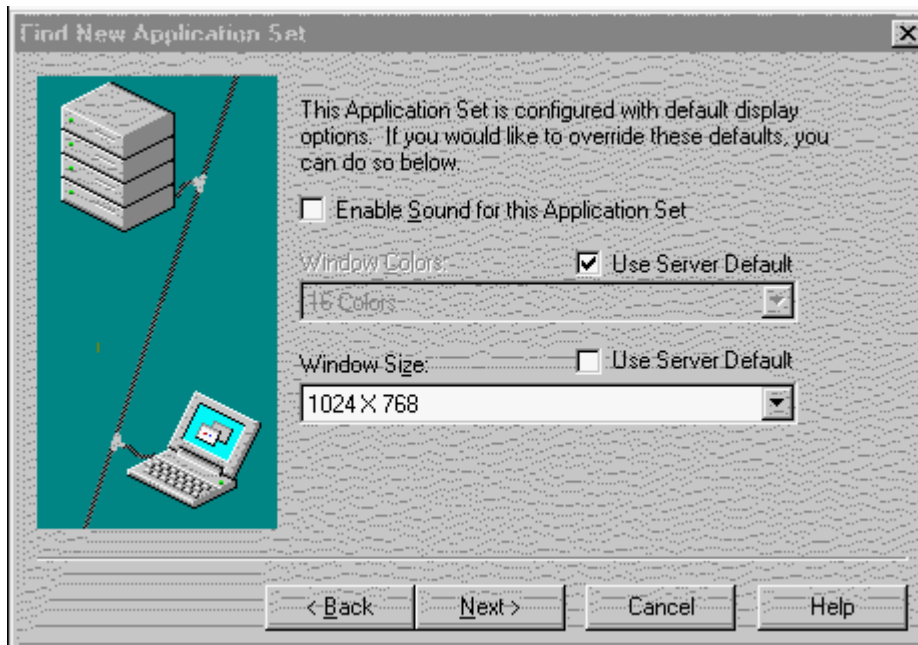
Click the down arrow in the *Click below to locate the Application Set to add* section of the screen

Select **PACPOC Citrix Farm**



Click 

5. At the *Find New Application Set* screen shown below



- a. Insure that the **Use Server Default** radial check box for **Window Size:** is NOT checked
- b. Click the down arrow and select either 1024 X 768

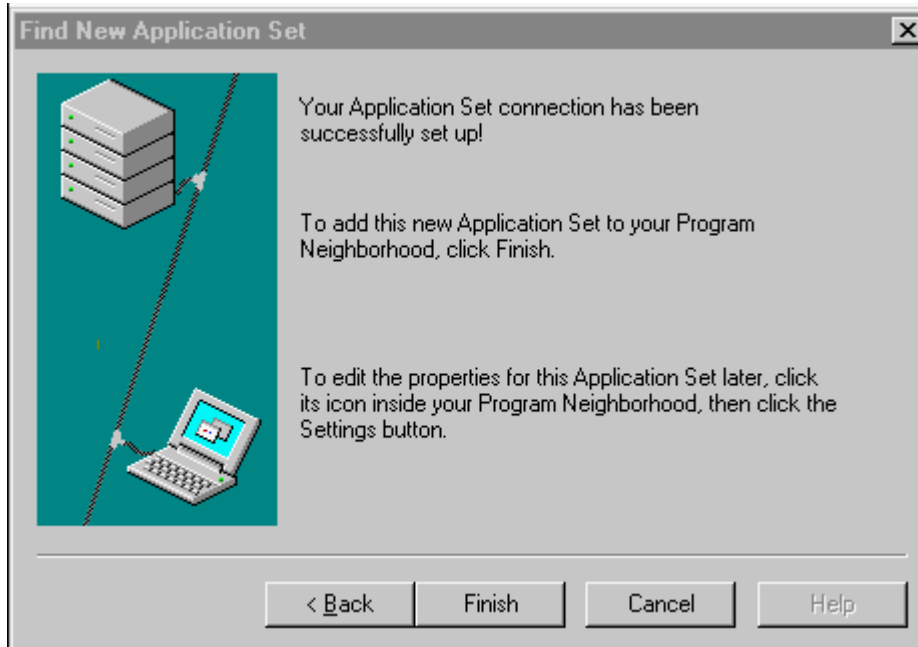
or

Percent of Screen Size (set at 90% or 95%)

**Do NOT leave the Window Size setting at Seamless Window**

c. Click 

6. At the ***Find New Application Set*** screen shown below



Click 

7. Double click on the **PACPOC Citrix Farm** icon inside Program Neighborhood. The ***PACPOC Citrix Farm*** logon screen shown below will be displayed



For **User name:** key in **FirstSevenCharactersOfLastNameFirstInitialOfFirstName**

For example: smithj (John Smith) – Note: since Smith is shorter than seven characters, the entire last name is input.

For **Password:** key in **your** MetaFrame password

For **Domain:** key in **winframe**

Check the **Save Password** radial box

Click 

**Note:** Logging on to the PACPOC Citrix Farm will automatically add icons on the client PC's desktop **for those applications that you are authorized to run.** The icons placed on your desktop will depend on the access that your user id has been given.

Look for these icons on your desktop:

Modern DCPDS



Regional Reports Applicaton (CSU)



Business Objects Client



Double click the appropriate icon to run the desired application.

## Chapter 6

# Changing Client Window Size

This step is optional for those users who would like to alter the size of the window used to display the MetaFrame application you are running.

1. Open the Citrix Program Neighborhood by

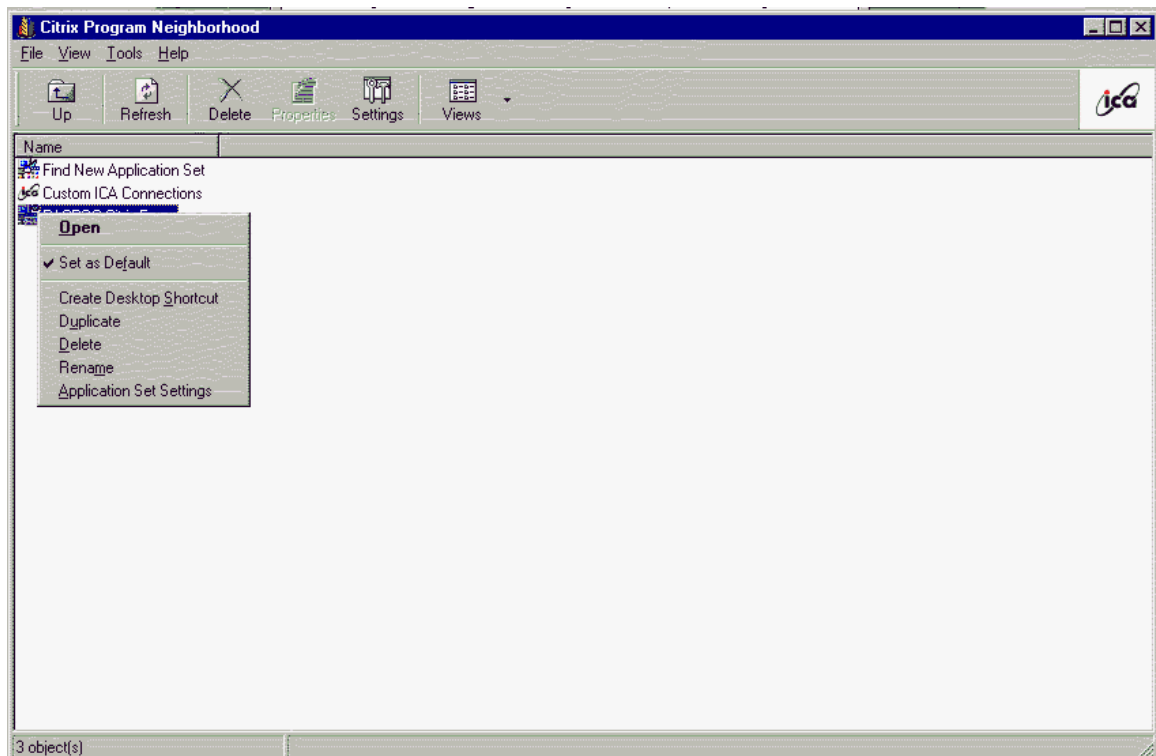
- a. Double clicking on the **Citrix Program Neighborhood** icon



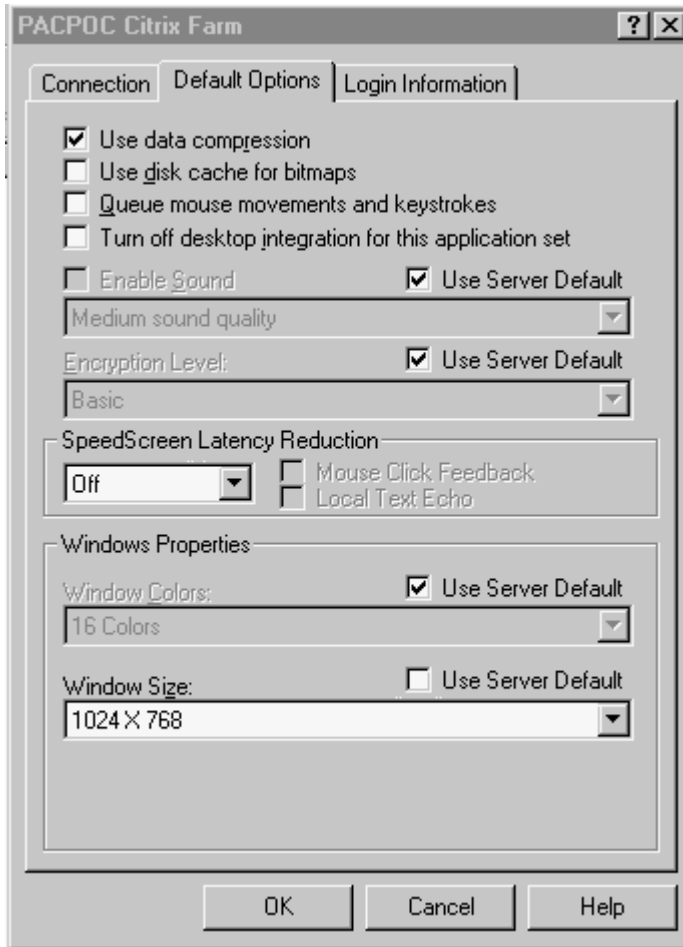
or

- b. Click **Start**  
**Program**  
**Citrix ICA Client**  
**Citrix Program Neighborhood**

2. At the *Citrix Program Neighborhood* screen shown below  
Right Click on **PACPOC Citrix Farm**  
Select **Application Set Settings**



3. At the *PACPOC Citrix Farm* screen shown below  
Click the **Default Options** tab



4. Click the down arrow in the **Window Size** block and select the new setting.

**Note: Do NOT select Seamless Window**

5. Click 

The new setting will be applied to all applications available to you through the PACPOC Citrix Farm.